

PUBLIC LAND MANAGER I
OPEN EXAMINATION - SPOT: LAKE TAHOE

STATE OF CALIFORNIA
CALIFORNIA TAHOE CONSERVANCY

SALARY RANGE: \$5,576.00 - \$6,728.00
FINAL FILING DATE: December 15, 2008



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is an OPEN-SPOT examination for the California Tahoe Conservancy. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: MELINDA ROMO
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

**STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Questions If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Melinda Romo, Exam Analyst at (916) 376-5492.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS **Either I**
Two years of experience in California state service performing duties of a class with a level of responsibility equivalent to a Public Land Management Specialist III, including experience in directing staff or providing project lead responsibilities. (Persons with 18 months of qualifying experience may compete in the examination, but must complete two years of experience before they can be considered eligible for an appointment.)
Or II
Experience: Four years of progressively responsible experience in land title, land and/or real property management, environmental review and planning, land use planning, natural resource management, real property valuation, real property negotiations, two years of which shall have been in the performance of the more complex work and including at least one year of supervisory experience. (Experience in California state service applied toward this requirement must include at least two years performing duties of a class with a level of responsibility to a Public Land Management Specialist III, including experience in directing staff or providing project lead responsibilities.)
and
Education: Equivalent to graduation from college with major work in natural resources management, land use planning, business or public administration, economics, real estate, environmental planning, biological science or a related field. (Additional qualifying experience may be substituted for two years of the education requirement on a year-for-year basis.).

ADDITIONAL SPECIAL REQUIREMENTS Demonstrated creative ability; tact; patience; willingness to work at odd hours; and to travel throughout the State.

SEE REVERSE FOR ADDITIONAL INFORMATION

PUBLIC LAND MANAGER I KS65/4371 FINAL FILING DATE: December 15, 2008

THE POSITION

This is the first supervisory level. Under general direction, supervises and directs the work of technical staff engaged in land management activities including appraisals, leasing, exchanges, acquisitions, title settlements, boundary line agreements and title records maintenance and other related land management activities. Incumbents are responsible for day-to-day management decisions affecting State resources and operate within broad policy guidelines set forth by the Commission and upper management. In addition to their supervisory responsibilities, incumbents may also be assigned to independently perform highly specialized and sensitive appraisals and appraisal reviews; conduct negotiations or studies involving title, boundary, risk management and assessment, hazard removal, safety and public access; initiate and manage contracts for consultants and other specialized services; and perform other tasks related to resource management, real estate, public trust or asset management related assignments. The manager in performance of these duties must solicit and synthesize the expertise of subject matter specialists such as biologists, land surveyors, attorneys, environmental specialists, land use planners, land title specialists and other resource managers both within the State Lands Commission and from outside sources. Incumbents are required to work closely with interested individuals and groups of the public to resolve conflicts surrounding land and resource use decisions. Positions located in Lake Tahoe.

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

This examination will consist of a Qualifications Appraisal Interview (QAP), weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION. It is anticipated that the interviews will be held during February/March 2009 in Lake Tahoe.**

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. **Knowledge of:**
- 1. Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the State Lands Commission's jurisdiction.
 - 2. Principles, methods and techniques involved in real property appraisals and valuations.
 - 3. Negotiation techniques and strategies involved in the sale, lease, exchange, acquisition or other disposition of real property.
 - 4. California history, geography and geology.
 - 5. Techniques, methodology and processes involved in the research, identification, maintenance and access of land title information.
 - 6. Title analysis relating to title settlements, boundary line agreements, acquisitions, interest claims, patent processing and litigation.
 - 7. Asset management, investment and economic trends, approaches and alternatives.
 - 8. Toxic impact assessment and liability analysis.
 - 9. Economic valuation and damage assessment related to natural resource losses.
 - 10. Dredging operations, disposal impacts, disposal materials use, trends and alternatives.
 - 11. Principles, practices and trends of public business administration including management analysis, planning and program evaluation.
 - 12. Program management.
 - 13. Legislative process and the administration and State Lands Commission's goals and policies.
 - 14. Principles and techniques of personnel management and supervision.
 - 15. Planning, organizing and directing the work of others.
 - 16. The Department's Equal Opportunity Program objectives.
 - 17. A manager's role in the Equal Opportunity Program and the processes available to meet the equal opportunity objectives.
- B. **Ability to:**
- 1. Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the State Lands Commission.
 - 2. Analyze a wide variety of situations and recommend appropriate courses of action.
 - 3. Negotiate successfully land and resource management activities.
 - 4. Prepare accurate appraisals.
 - 5. Read and interpret maps, plats, and data relating to property location.
 - 6. Write clear and concise reports, letters and memoranda.
 - 7. Establish and maintain cooperative and professional relations with those contacted in the work.
 - 8. Apply and interpret State, Federal and Commission policies and regulations as they relate to the land and resource management activities of the State Lands Commission.
 - 9. Analyze situations accurately, make recommendations and take effective action.
 - 10. Establish and maintain cooperative and professional relationships with those contacted in the work.
 - 11. Prepare reports, analyze data, present ideas and information effectively, both orally and in writing.
 - 12. Consult with and advise administrators on technical and program subject matter issues.
 - 13. Plan, organize and direct the work of others.
 - 14. Effectively contribute to the Department's Equal Opportunity action objectives.

ELIGIBLE LIST INFORMATION

An OPEN-SPOT eligible list will be established for the California Tahoe Conservancy. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ⬮ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ⬮ West Sacramento, CA 95798-9052 ⬮ Telephone (916) 376-5492
STREET ADDRESS: 707 Third Street, 7TH Floor ⬮ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ⬮ Voice 1-800-735-2922

NOTICE OF CORRECTION

December 12, 2008

EXAMINATION TITLE: PUBLIC LAND MANAGER I
EXAM BASE: OPEN
LOCATION: LAKE TAHOE
FINAL FILE DATE: DECEMBER 15, 2008

The following changes have been made to this exam:

The final filing date for this exam has been extended to JANUARY 7, 2009.

Those candidates who submitted their application during the initial filing period DO NOT need to reapply. State applications must be POSTMARKED by the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will NOT be accepted for any reason.

APPLICATION EXTENDED DEADLINE DATE

JANUARY 7, 2009

QUALIFICATION APPRAISAL INTERVIEW

FEBRUARY/MARCH 2009

We apologize for any inconvenience this may cause.

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT ATTN: TERRY FLORES
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922